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1 July 1981

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MEMORANDUM FOR: Director of Data Processing

THROUGH : Executive Officer

FROM : [REDACTED]
Acting Chief, Management Staff, ODP

SUBJECT : Management Staff Weekly Report
for Week Ending 30 June 1981

FIPS Waiver Request

ODP representatives met for a second time with [redacted] of the NBS Technical Staff to further refine ODP's request for a waiver for Federal Information Processing Standards (FIPS) 60-1, 61, and 63, the I/O channel interface standards. The waiver is required in order for ODP to procure in FY 1982 high density IBM 3380-type disks and associated I/O channel features. This equipment is required for performance, configuration and environmental reasons and ODP has argued that denial of the waiver would cause an adverse operational impact. NBS has tentatively approved the waiver request. Final approval will be discussed at a meeting scheduled for 7 July at the Department of Commerce with the Acting Assistant Secretary for Productivity, Technology and Innovation, Robert B. Ellert.

Forms

The following forms have been created on the NBI word processor by [redacted] secretary for Management Staff: Form 136 (Request for External Training), Form 73 (Request for Internal Training), Form 1049 (Evaluation of Training), Form 610 (Pink Routing Sheet), Form 41 (Long Yellow Transmittal Sheet), Form 241 (Short Yellow Transmittal Sheet), Form 281 (Request for Advance of Funds), Form 1395 (Request for Book, Publications and Periodicals), Form 4026 (Staff Summary Sheet), Form 45 (PAR), Form 45P (Evaluation of Potential), Form 45W (Advance Work Plan) and Form 3629 (MBO Form). This forms disk may be copied by calling [redacted] (ODP Only)

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Validation of Requirement for Three Major Projects

Requests were forwarded to two office ADP Control Officers to provide updated requirements for Projects AVAD (OSWR), MAD, and SATTORE (OD&E). AVAD has passed the 75% threshold and it appears the annual requirements are greater than projected. The projected requirements for both MAD and SATTORE appear to have been significantly overstated. [REDACTED]

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Reduction in Budget Allotment

ODP has received a blue chip reducing our FY 1981 allotment by \$600K in accordance with DD/A 81-0774 dated 10 April 1981. This reduction covers the Environmental Monitoring of the Computer Center [REDACTED] and the Equipment for Secure Computer Control Point [REDACTED] and is in lieu of reductions for computer terminals [REDACTED] and distributed output services [REDACTED]. The reductions cited are actions we did not plan to do in 1981 and were substituted for the items selected by the Comptroller from a list of 1981 ODP budget offsets forwarded to the DDA on 6 November 1980. We already reduced our FY 1981 operating amount by [REDACTED] on 15 April so there is no action to be taken at this time. Our FY 1981 operating amount is now [REDACTED] versus an allotment of [REDACTED] the difference of [REDACTED] being pay raise money which we don't usually get until September. [REDACTED] (ODP Only)

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Outstanding Advances

As of 1 July, 31 advances remain outstanding, of which none are delinquent. [REDACTED]

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Headquarters Regulations

ODP concurred and provided comments on the following proposed regulations: [REDACTED] Categories of Personnel and [REDACTED] Ethical Conduct and Responsibilities of Employees. [REDACTED]

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ADPMIS Update

The annual request for updates to the ADP Management Information Systems (ADPMIS) has been distributed to ADP Control Officers. The ADPMIS is an Agency-wide ADP equipment inventory. ADPMIS submissions are due in Management Staff by 15 July. Policy and Plans Group is now responsible for maintaining the ADPMIS and questions may be directed to either [REDACTED]

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